

## **CINCINNATI JOB CORPS CENTER**

### **Center Standards and Incentives**

#### **Rules, Regulations, Discipline and Student Incentive Program**

To assist you in achieving your goals, we have rules to ensure that you can learn and live in a safe and comfortable environment. The center standards officer (CSO) oversees student behavior management, a process which includes both sanctions and incentives.

#### **Zero Tolerance**

The Cincinnati Job Corps Center enforces the Job Corps zero tolerance policy which prohibits the use of drugs and violence. This policy identifies behaviors and actions that will result in your separation from the program and the process by which this is done if you are found guilty. The following is a list of the national zero tolerance offenses:

#### **Level I Zero Tolerance**

Student is immediately removed from the center. An opportunity to write a statement will be provided. A fact finding board will be held within 48 hours of reporting the incident. A determination of guilt will result in an automatic separation.

- Possession of a gun or illegal weapon on center or under center supervision
- Physical assault that causes bodily harm to student or staff
- Sexual assault of a criminal nature
- Robbery and extortion
- Arson
- Arrest for felony on or off center
- Possession, distribution, or sale of drugs on or off center
- Conviction of drug use, possession, or sale off center (felony or misdemeanor)
- Use of drugs as evidence by positive drug test conducted by the end of the initial probationary period (prior to 45 days) or the suspicion intervention period (prior to 45 days) or by a positive drug test after the suspicion intervention period.

#### **Behavior Adjustment System**

The center standards officer maintains oversight of the discipline system. Court, zero tolerance policy, fact finding boards, the behavior review panel and appeal process are important parts of the center discipline system.

#### **Dorm/Training Court**

Minor infractions of campus expectations may be handled through the dorm/training court system. The courts are covered with a staff advisor and student leaders. These courts may give sanctions, such as work details or loss of privileges. Students who go before the courts have the opportunity to make pleas, tell their side of the story, have witnesses and appeal the decision of the court to the center standards officer.

#### **Center Standards Officer Sanctions**

More serious infractions or repeated minor violations may require a meeting with the center standard officer. A fact finding board or behavior review panel must hear the case. The panel then makes a recommendation to the Center Director who makes the final determination.

CSO sanctions for infractions may include any one or a combination of the following:

- Work detail up to 30 hours
- Restriction up to 30 days
- Fines up to \$5.00 per pay period
- Referral to center mental health consultant or counselor
- Probation/behavior contract up to 60 days
- Written or verbal essay or apology
- Warning or reprimand
- Phase demotion

A probation/behavior contract requires a student to display appropriate behavior in all areas of the program (vocation, academics, residential) and have no further violations. Any further violations could result in a referral to a fact finding board or behavior review panel. Being placed on a probation/behavior contract automatically places the student in a probation phase.

### **Fact Finding Board or Behavior Review Panel**

The fact finding board (FFB) is the most serious stage of the disciplinary process. A review panel is compiled of two staff members and one student government representative who hear the case and make a recommendation to the Center Director regarding whether or not the student should remain in Job Corps. The Center Director reviews all FFB recommendations and has the option to approve, overturn, or modify any sanctions. The FFB may result in one or a combination of the following:

- Disciplinary separation
- Probation/Behavior contract – not to exceed 60 days
- Restriction not to exceed 30 days
- Work detail – not to exceed 40 hours
- Fine – not to exceed \$5.00 per pay period
- Financial restitution of damages or stolen property up \$500.00

### **Student Standards of Conduct**

#### **Intermediate (level II) Offenses**

##### **Automatic Fact Finding Board**

1. Threat of assault with the intent to intimidate or coerce any student or staff
2. Physical assault with the intent to cause bodily harm to a student or staff
3. Sexual harassment
4. Possession of an item that could be used as a weapon on center or under center supervision
5. Fighting
6. Theft or possession of stolen goods
7. Inciting a disturbance or creating a disorder
8. Hazing, initiation and harassment (without assault)
9. Loan sharking
10. Destruction of government or private property
11. Arrest for a misdemeanor on or off center\*
12. Gang activity including wearing gang clothing, colors or making signs or handshakes that are associated with known gangs.
13. A pattern of inappropriate behavior, failure to follow rules, or lack of full participation in required center activities as determined by the Center Director or designee
14. Inhalation of volatile intoxicating substance on center or under center supervision.

15. Use, possession or sale of alcohol on or off center\*\*
16. Sex on center (overt sexual behavior)\*\*

Level II fact finding boards or behavior review panels will be held within 5 working days of the infraction.

**\*Students arrested for felonies or misdemeanors and subsequently found not guilty may be re-established per center guidelines.**

**\*\*Students found with alcohol on center, or found having sex on center will automatically be removed from center and recommended for separation**

### **Level III Offenses**

1. Horseplay
2. Forceful or coercive sexual behavior
3. Attempt to alter or falsify alcohol test
4. Restriction/probation/behavior contract violation
5. Playing with fire
6. Fire alarm violation
7. Insubordination
8. Gambling
9. Ethnic or racial agitation (as deemed by the Center Director)
10. Vandalism
11. Tattooing
12. Falsifying center documents
13. Inappropriate community behavior
14. Opposite sex room visitation
15. Disruptive behavior that interferes with the learning of others
16. Violation of safety rules
17. Operating a motor vehicle on center (residential student)
18. Pass violation
19. Unauthorized use of equipment
20. Unauthorized departures
21. Negative behavior
22. Public displays of affection
23. Using profanities, abusive or obscene language
24. Refusal to perform assignments or failure to follow instructions
25. Absent from assigned activity
26. Cutting in lines
27. Hitch-hiking
28. Violation of dress code
29. Room visitation violation
30. Removing food or drink from the cafeteria
31. Failure to return recreation equipment
32. Failure to clean dorm room/complete details
33. Failure to get out of bed on time
34. Possession of unauthorized goods (as deemed by the Center Director)
35. Missed transportation
36. ID violation
37. Continual disregard of center policies

38. Possession of CD players, walkmans, radios, walkie talkies, cell phones or any other electronic devices off dorm during the training day
39. Other actions deemed necessary by the Center Director

### **Penalties for Minor Incidents**

The following are a list of possible penalties for Level III violations:

- Verbal warning
- Restriction
- Dorm court
- Extra duty hours
- Center fine – up to \$5.00 per pay period
- Written letter of apology
- Behavior contract
- TEAP referral
- CSO confiscation of unauthorized goods
- Behavior Review Panel (**Held within 10 days of the infraction**)
- MAPP list
- Phase demotion

### **Appeal Process**

Any decision and/or sanction handed down may be appealed to the next higher level. The levels are as follows:

Appeal for:	Appeal to:
1. Dorm Court	1. CSO
2. CSO	2. Center Director
3. Center Director	3. Regional office

Please remember that in an appealed case the decision may be upheld or reversed. You must contact the CSO in writing within 24 hours of the decision in order to appeal. The CSO will make arrangements for the appeal to be heard. When the fact finding board or behavior review panel recommends a disciplinary separation and the recommendation is upheld by the Center Director you may appeal your case to the Center Director.

### **Incentive System**

Cincinnati Job Corps has an incentive system which involves several aspects. The Phase System is positive reinforcement for all students. Students' performance is evaluated each month in reference to attendance, behavior, CMP scores and center & community service. Students move through the phases in order: red, bronze, silver, gold and blue.

In addition, a monthly awards assembly is held to present awards to students for outstanding work in all aspects of center life.

## **Dress Code Policy**

When you enter the job market, the way you look makes the first impression on your employer. First impressions paint permanent pictures! To help you make an acceptable appearance and for health and safety reasons, the following standards of dress and grooming have been set.

These apply to all areas of the program: education, vocations, dining hall, center support, etc. throughout the entire workday. Violations will result in disciplinary action.

Your personal appearance reflects on both you personally and on the center. Therefore, some general guidelines are established to reinforce this objective. Any questionable attire will be addressed by the staff.

### **Dress for Success**

Remember your appearance on center is evaluated as part of determining your attainment of employability skills needed for graduation.

### **Student Dress Code**

The student dress code is a result of a combined effort of the SGA, students at large, center staff and the Region V Department of Labor requirements. It is important to remember that the intent of this policy is to prepare students for the work place.

Appropriate dress Monday thru Friday from 6:00 a.m. until 3:45 p.m. consists of the following: all students are to wear center issued uniforms for their trade and academic classes. Appropriate clothing (as deemed by the CPP instructor) is required for those not yet issued a uniform. When steel toed boots are issued they must be worn in trade as part of the uniform.

Non-residential students who arrive on center without their uniforms will be sent home and counted absent until they return in uniform. Residential students who leave the dorm without their uniform will be sent immediately back to their dorm to change. They will be counted absent until they return to class in uniform. It is the responsibility of the student to ensure they have clean uniforms for each training day.

There is no acceptable excuse to be out of uniform once they have been issued. Students who lose, damage or discard their uniform will be financially responsible for replacing them.

### **During the Training Day (6:00 a.m. – 3:45 p.m.)**

1. All shirts must be tucked in and pants pulled up to the waist. This applies to all students
2. Hair must be neat and combed at all times (male and female). Hair that is long must be braided straight back (females may have ponytails). Designs shaved or cut in are unacceptable. All hair must be of natural color. Hair that is unkempt is unacceptable and will be dealt with immediately.
3. No writing on uniforms or coveralls. Students who write, paint etc. on uniforms or coveralls will be charged for replacements. Coveralls must be left in the trade area during lunch and after school.
4. No coats, jackets (unless center issued) or other “outwear” are allowed in the classrooms or cafeteria. Any shirt worn under the issued uniform shirt must be short sleeved. No long sleeve shirts will be permitted underneath the uniform shirt

### **Prohibited from 6:00 a.m. until 3:45 p.m.**

1. Nose rings, or any other visible facial piercing, including lip, tongue, or eyebrow.
2. earrings in the hard trades for male or female students (they are permitted in Culinary and Business Tech only)
3. No gold teeth unless proven by medical staff to be permanent.

4. No head bands, hats, wraps, or head gear of any kind unless proven to be for religious beliefs prior to enrollment.
5. Open toe sandals, flip flops, shower shoes, or house shoes will not be permitted during the training day. Mules are acceptable.
6. Cell phones are not to be seen during the training day except during lunch. During class or breaks cell phones should be out of sight and turned off. Violation of cell phone policy will result in confiscation of the phone.
7. Headphones/walkmans/CD players/IPODs/MP3 players– Headphones will be issued to students in on-line high school only and must be returned at the end of the day. All others are not permitted during the training day and must remain in the student's dorm rooms. Violation of this policy will result in confiscation of the item.
8. Coats are not to be worn in the cafeteria or classrooms unless issued by the center.

### **Clothing Items Prohibited at all Times**

1. Unfastened belts or belts worn to the left or right on slacks or dresses.
2. Initials, names or designs cut into the hair, slit eyebrows
3. Small plaits with colored rubber bands or beads, shaved designs, outlandish hair colors or styles, or haircuts i.e. Mohawks, or skinheads. If dreadlocks are worn they are to be kept clean and neat at all times.
4. Hair picks and hair combs may not be worn at anytime in a student's hair (male or female)
5. Rolled up or pulled pant legs or pant legs of unequal lengths.
6. Ripped torn or cut clothing of any kind
7. Sagging trousers
8. Bandanas, rags, etc. hanging from back pockets
9. Any form of jewelry which displays or promotes illegal drugs i.e. marijuana, cocaine, heroin etc. or any gang affiliated material as perceived by Center Director or designee
10. Tube tops, tank tops, halter tops, see through or low cut blouses, A-shirts.
11. Short shorts, mini skirts (no more than three inches above the knee & worn after the training day only)
12. Bare feet, shower shoes or house shoes off the dorm
13. Hair do-rags, (in students room only) male and female
14. Mixed color or gang affiliated color laces at the discretion of the center staff
15. Low cut shirts and/or any form of braless clothing.
16. Students wearing rollers in their hair are not permitted outside of the residential area.
17. Clothing displaying any type of graffiti, suggestive or vulgar expressions, profanity, racial or ethnic remarks, drug or alcohol promotion, gang symbols/or any type of sexual material (discretion of the Center Director and staff)
18. Any shorts, pants, trousers, etc that displays writing across the bottom (behind)
19. Bare midriffs (clothing that exposes the stomach)
20. Ski mask or any kind of mask which covers the face (unless used in trade)
21. Hats, do-rags, bandanas, headbands, skull caps, etc. are not to be worn inside the building at any time.

Please remember that we are training our students to dress and act in a professional manner conducive to an actual work environment. It is expected that to become the most employable, our students will dress appropriately not only during the training day, but during leisure time as well.